



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

HEADQUARTERS, U. S. ARMY DENTAL ACTIVITY  
FORT HUACHUCA, ARIZONA 85613-7040

DSBJ-CDR (100)

27 October 1998

### MEMORANDUM FOR ALL DENTAC MILITARY PERSONNEL

SUBJECT: U.S. Army Dental Activity (DENTAC) Policy Memorandum  
#99-12 - Elimination of Sign-In and Sign-Out Procedures for  
Leaves

1. Effective immediately, the requirement to sign in and sign out on leave, pass, TDY, etc. is eliminated.
2. This policy does not pertain to soldiers departing this unit for ETS, PCS, or retirement. These soldiers are still required to sign in and sign out through the Orderly Room or Dental Charge of Quarters (DCQ) as appropriate.
3. As before, soldiers must be physically present in the local area (defined as on post, duty station, or in the location from which the soldier regularly commutes to duty) at the beginning and ending of leave. Soldiers who fail to comply will be subject to UCMJ and other appropriate adverse actions (Line of Duty-no, etc.).
4. DENTAC soldiers will advise the PSNCO of any changes in the departure or return dates established in block 10, DA Form 31. After duty hours, soldiers with date changes will leave a message on the PSNCO's voice mail (533-3873), as well as notify the DCQ.
5. The POC for this policy is the PSNCO, 3-3873.

//Original Signed By//

HARLAND G. LEWIS, JR.  
Colonel, Dental Corps  
Commanding